Payroll Processing Contingency Plan
Updated 6/25/15

PROCESSING THE JULY 10, 2015 PAYROLL

DES will be in operation to support processing of the July 10, 2015 payroll. Assuming that agencies affected by a shutdown will not be able to make corrections as of July 1, our general reminders include:

- New employees should be entered into HRMS as early as possible. Please take special care to enter new employees transferring from another agency to ensure continuity of service.

- All employees' time and leave should be entered into HRMS as early as possible.

- All standard payroll activities performed to verify payroll need to be completed by June 30, 2015, including:
  - o All end of biennium compensatory time payouts need to keyed into HRMS
  - o Retroactive adjustments (prior pay periods)
  - o Leave adjustments (prior pay period)
  - o Account/Budget coding changes
  - o Hourly time sheet entry in CATS
  - o All payroll error reporting and corrections
  - o Run of the Match Code W payroll simulations on employees that have changes
  - o All DRS and HCA updates

PAYROLL WARRANT AND PRINTED EARNING STATEMENTS DISTRIBUTION

In order to allow DES to mail warrants to employees that normally receive a warrant in the workplace, employees must consent to have it mailed and provide the address where the warrant should be mailed.   In cases where agencies are not able to obtain consent of the employee, agencies must provide DES with their agency specific contingency plan to ensure employees receive their warrants and paper earning statements.

Agency Action Required:

To prepare for the possibility of a partial government shutdown, agencies should provide the following notice to employees that receive a warrant in the workplace to get their consent to have it mailed:

> In the event of a partial governmental shutdown we will be unable to deliver your warrant for the July 10th payroll. You must contact the payroll office and make the request to have your warrant mailed and provide a mailing address (you may confirm that the address already in HRMS could be used) before this change can be made.

Agencies need to ensure HRMS is updated for the appropriate mailing addresses as necessary. Agencies must provide confirmation that employees have provided consent of the mailing of their warrant and printed earning statement by June 29th to the DES Solutions Center.

Distribution

Should a shutdown extend to July 8th, when payroll warrants and printed earning statements are scheduled to be distributed, DES will distribute as follows:

- For employees that usually receive warrants in the workplace and have given consent for receiving warrants by mail, all warrants and any printed earnings statements, will be mailed through CMS insert using the following address:
    - o If the employee has a mailing address (Infotype 0006 subtype 5) effective in the current payroll period (June 16-30) the warrant will be mailed to this address.
    - o If there is not a mailing address it will default to the employees permanent address (Infotype 0006 subtype 1).
    - o DES addressed envelopes will be used for agencies without specific agency insert envelopes.
    - o If any of these are returned to DES, DES will notify the agency.
- Agencies <u>must</u> provide confirmation that employees have provided consent of the mailing of their warrant and printed earning statement by June 29th to the DES Solution Center.

- For employees receiving warrants and printed earning statements, and have **NOT** given consent, agencies will need to develop a contingency plan to distribute the warrants. Please contact DES Solutions Center no later than June 29th to inform us of these employees and discuss alternatives.   DES will not mail these warrants and earning statements to the employee.

Agencies will need to notify employees in the manner in which their warrants/paychecks and printed earning statements will be provided to them on July 10th.

INSTRUCTIONS FOR "FAST ENTRY" FOR TEMPORARY LAYOFF ACTIONS IN HRMS

Leave Without Pay (LWOP) actions for temporary or emergency layoffs can be pre-entered into HRMS. In collaboration with OFM State Human Resources, here are instructions for the "fast entry" for entering LWOP actions.

The following LWOP absence types have been identified for use:

- *9033 – LWOP* use for non-represented employees temporarily laid off due to budget not being enacted by July 1;
- *9391 – LWOP – Emergency* use for employees, exempt from civil service, that are placed on emergency leave without pay due to the budget not being enacted by July 1;
- *9397 - LWOP Tmp Layoff/LegAction* use for represented employees temporarily laid off due to the budget not being enacted by July 1.

Agencies can utilize user procedure *Fast Entry of Time Data (PA71)* to enter the LWOP absence type on mass employees. The LWOP absence type can be entered for the entire pay period and will reflect the employees work schedule hours on *IT2001 (Absences).*

Agency Action:

- Hourly Employees

  No action is required on hourly employees.

- Monthly Salaried Employees

  Create the appropriate LWOP absence type effective for the entire pay period utilizing *PA71*.

- 24/7 Salaried Employees

  OPTION 1

  Create a valid work schedule for all employees for the entire pay period.
  Create the appropriate LWOP absence type effective for the entire pay period utilizing *PA71*.

  OPTION 2

  Create WT1223 for 24 hours for one day (07/01/2015) utilizing *PA71* with entry on the Employee Remuneration Info (IT2010). Create the appropriate LWOP absence type record effective 07/01/2015 to 07/01/2015 utilizing *PA71*.

Note: Agencies will first need to create a *Schedule Substitution (IT2003)* for the July 3 holiday, making it a working day, enabling them to enter LWOP for that day.

IMPLEMENTING THE CONTINGENCY PLAN ON JUNE 26

DES would begin implementing a payroll processing contingency plan on June 26. DES would begin processing DAY0 followed by several iterations of DAY1.

Agencies not impacted by a government shutdown should continue to operate under the current published 2015 Payroll Processing Calendar.

Deadline: All agencies must complete payroll warrant cancellations/EFT reversals June 26 by 8:00 p.m.

Processing multiple iterations of an early DAY1 schedule allows for the following:

- All interface (Gap) 1 agencies can provide files as early as June 26.

- DES will perform early payroll processing on the nights of June 26, 27, 29, and 30.   DES will not perform early payroll processing the night of June 28.

- Payroll Posting Error Reports (ALAS and RPCIPE) and agency spool files will be available on June 27, 29 and 30.

- If deemed necessary, DES will process a noon payroll on June 30.

- **Locked Employees:** Agencies will need to ensure all locked employees receive payment. Agencies impacted by the government shutdown should have a plan in the event of a locked employee receiving a warrant outside of HRMS.

- Agencies can run Match Code W payroll simulations in HRMS.

- Should a budget be passed <u>prior</u> to 8 p.m. on June 26, early DAY0 processing will cease and normal payroll processing will resume on July 1.

- Should a budget be passed <u>after</u> June 26, DAY1 will occur on July 2, 2015.

- If needed, a communication will be sent addressing the processing of the July 24, 2015 payroll in the event of the state budget not being passed.